



## Kansas Board of Cosmetology

714 SW Jackson Ave Suite 100 • Topeka, KS 66603-3751

(785) 296-3155 • Fax: (785) 296-3002

E-mail: kboc@kboc.ks.gov • www.kansas.gov/kboc

Dear Applicant:

On behalf of the State of Kansas we welcome you to our state! The following information outlines the state mandates for Kansas licensure in the cosmetology professions.

**Nail technology** licensure applicants in Kansas must have at least 350 instructional/training hours. Kansas law also requires these applicants successfully complete the Kansas written and practical examinations. The Kansas written exam includes questions on Kansas laws and regulations.

**Cosmetologists, estheticians, and electrologists** shall comply with **one** of the following requirements:

- A. Be currently licensed in another state and should the applicant have the number of instructional hours required for Kansas licensure they must successfully complete an open book exam based on Kansas laws and regulations; or,
- B. Be currently licensed in another state and should the applicant not have the number of instructional hours required for Kansas licensure they must successfully pass the Kansas written and practical exams. The written exam also includes questions on Kansas laws and regulations.

The training/instructional hours required for each profession are as follows:

Cosmetology – 1,500

Esthetics - 1,000

Electrology – 500

Nail Technology - 350

All applicants are required to provide the following:

1. **State board licensure verification:** Contact each state board in which you are currently licensed, have previously been licensed, and/or have received instructional training and request that verification be sent to this office. These verifications must be sent directly to the Kansas Board of Cosmetology from the state regulatory board providing license verification. (Please be informed that some states may take up to eight (8) weeks to forward verifications.)
2. **Verification of date of birth:** This requirement may be met by submitting a copy of the applicant's current government issued photo identification with current address. (Examples: current driver's license with photo; current military identification; current valid alien resident card with photo; or a current Kansas identification card with photo.) Faxed copies will not be accepted. If you have had a legal name change, please include a copy of the court documents verifying the name change.
3. **Verification of graduation from an accredited high school:** It is your responsibility to contact the high school from which you graduated and have the school fax to this office a copy of your high school transcript which denotes your date of graduation. Applicants who did not graduate from an accredited high school may meet this requirement by submitting a copy of their graduate equivalent diploma (GED). It is your responsibility to contact the testing facility or the State Board of Education from which you attained a GED and request verification of your completed GED be faxed to the Kansas Board of Cosmetology at the above listed number.

### High school education attained outside the United States:

For individuals who completed high school outside of the United States it is necessary the high school transcript be verified and evaluated for education equivalency. Contact Educational Credential Evaluators, Inc. (ECE) at their website [www.ece.org](http://www.ece.org) to download their forms. The Board only accepts verifications completed by ECE. The ECE verification must be sent to this office directly from ECE.

### Professional instructional/training attained outside the United States:

For individuals who completed their professional instructional/training outside of the United States it is necessary the training be verified and evaluated for instructional/training equivalency. Contact Educational Credential Evaluators, Inc., (ECE) at their website [www.ece.org](http://www.ece.org) to download their forms. The Board only accepts verifications completed by ECE. The ECE verification must be sent to this office directly from ECE. These documents must include information regarding the duration of training, the subject matter, and the number of instructional hours attained during the training.



## **Kansas Board of Cosmetology**

714 SW Jackson Ave Suite 100 • Topeka, KS 66603-3751

(785) 296-3155 • Fax: (785) 296-3002

E-mail: [kboc@kboc.ks.gov](mailto:kboc@kboc.ks.gov) • [www.kansas.gov/kboc](http://www.kansas.gov/kboc)

### **Licensure application fee:**

With the completed application submit the \$50 non-refundable application fee, payable to the Kansas Board of Cosmetology by cashier's check or money order. Credit card payment may be made by completing the payment section of the application.

### **Kansas licensure status:**

A determination for licensure will be made once all the necessary documentation and the application fee is received.

If the applicant meets the first criteria (item A: noted on the front page), the applicant is required to successfully complete an open book exam based on Kansas laws and regulations. The exam will be forwarded to the applicant at the appropriate time. You may download the Kansas laws and regulations at the above listed website.

For those applicants required to take the Kansas written and practical exams (item B. and nail technology applicants) you will receive correspondence from this agency providing exam registration and exam preparation information.

A temporary permit may be issued to those applicants (item B. and nail technology applicants) who must successfully complete the Kansas written and practical exams. However, the temporary permit is not issued until such time the Board has determined that the licensure application complies with law and the licensure applicant has registered for the next regularly scheduled exam date. Specifics related to the temporary permit are outlined on the temporary application, which is available online at the Board's website. The temporary permit application and \$15 non-refundable fee must be submitted with the licensure application. Only one temporary permit per applicant may be issued.

Please notify the Board office of an address change by accessing the Kansas Board of Cosmetology website, [www.kansas.gov/kboc](http://www.kansas.gov/kboc), completing the online address change form, and mailing it to the Board office. Be sure to include a photocopy of your current government issued photo identification with the current address. Your application and any related correspondence will be delayed if you fail to promptly inform this office of an address change.

Please access our website at [www.accesskansas.org/kboc](http://www.accesskansas.org/kboc) for the Kansas laws and regulations as they pertain to Kansas licensure.

You are encouraged to retain this information for later reference. Should you have any questions, please do not hesitate to contact this office.

Sincerely,

Mary Lou Davis  
Executive Director



## Kansas Board of Cosmetology

714 SW Jackson Ave Suite 100 • Topeka, KS 66603-3751

(785) 296-3155 • Fax: (785) 296-3002

E-mail: kboc@kboc.ks.gov • www.kansas.gov/kboc

## APPLICATION FOR OUT-OF-STATE LICENSURE

(Complete this application online, print, and mail to the Board office)

### Attach the following to this application in the order listed:

- Non-refundable \$50 application fee;
- This fully completed form; and
- Legible photocopy of your current government issued photo identification (i.e. drivers license, state identification card, or military identification). If the name and/or address on the application and the identification document are not the same or if the identification photocopy is not legible, the application will not be processed and will be returned to you.

The Kansas Board of Cosmetology will not process an incomplete or illegible application. Nor will the Board accept applications that are not completed online, printed, and mailed to the Board. The Board will return the application to you, thus delaying the processing of the application.

### Applicant Information

Check the license for which you are applying: Cosmetology \_\_\_\_\_ Nail Technology \_\_\_\_\_ Esthetics \_\_\_\_\_ Electrology \_\_\_\_\_

Name: \_\_\_\_\_ Male ☐ Female ☐  
Last First Middle

Address: \_\_\_\_\_  
(Street) (City/State) (Zip)

Phone Number: (\_\_\_\_) \_\_\_\_\_ Date of Birth: \_\_\_\_\_ \*Social Security Number: \_\_\_\_\_  
(mm/dd/yyyy)

\*\*Previously used name(s) that might appear on supporting documentation: \_\_\_\_\_

\*(Pursuant to K.S. A. 74-139, the applicant shall be requested to provide the social security number of said applicant. Upon request of the director of taxation, each such authority shall provide to the director of taxation a listing of all such applicants, along with such applicant's social security number and address.)

\*\*If you have had a legal name change, please include a copy of the court documents verifying the change of name.

**Verification of Date of Birth** - Attach to this application a legible photocopy of your current government issued photo identification (i.e. drivers license, state identification card, or military identification). If the name and/or address on the application and the identification document are not the same or if the identification photocopy is not legible, the application will not be processed and will be returned to you. If you have had a legal name change, please include a copy of the court documents that verify the name change.

### Citizenship Status

Pursuant to federal law, a person who is not a U.S. citizen is not eligible for licensure unless the person is a qualified alien or a nonimmigrant. Are you:

- ☐ a U.S. Citizen. ☐ a permanent resident/resident alien. ☐ a nonimmigrant with a visa: \_\_\_\_\_  
Type of Visa (e.g. F-1; F-2; H-1B)
- ☐ a nonimmigrant whose visa for entry is related to employment in the United States.

### Licensure Verification

Please list each state in which you are currently licensed or have previously been licensed, or received training: \_\_\_\_\_

Have you requested licensure verification be sent to the Kansas Board of Cosmetology? Has this request been made to each state in which you are currently licensed? Yes ☐ No ☐ If yes, list the date(s) of request: \_\_\_\_\_

If any disciplinary action was taken against you in another state for professional misconduct, the Kansas Board of Cosmetology will review the reasons for the disciplinary action and will determine your eligibility to be licensed in Kansas.

If you received instruction/ training in a country other than the United States, it is your responsibility to have the instruction/ training verified by the Education Credential Evaluators. This verification must include the number of training hours received, the duration of training, and the subject matter of the training. ECE forms may be located at [www.ece.org](http://www.ece.org).



## Kansas Board of Cosmetology

714 SW Jackson Ave Suite 100 • Topeka, KS 66603-3751

(785) 296-3155 • Fax: (785) 296-3002

E-mail: kboc@kboc.ks.gov • www.kansas.gov/kboc

### High School Education

#### Choose one:

☐ Name of Accredited High School: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

*(It is your responsibility to contact the high school from which you graduated and have the school fax a copy of your transcripts and diploma to the Kansas Board of Cosmetology.) A High School document sent to the Board by the applicant will not be accepted.*

☐ General Education Diploma (GED): State \_\_\_\_\_ Date of Completion: \_\_\_\_\_

*(It is your responsibility to contact the testing facility from which you attained a GED or the State Board of Education to fax verification of your completed GED to the Kansas Board of Cosmetology.) A GED document sent to the Board by the applicant will not be accepted.*

☐ Foreign Diploma: Country \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

*(If you received a high school education from a country other than the United States, it is your responsibility to make sure that it is verified by Educational Credential Evaluators. ECE forms may be found at [www.ece.org](http://www.ece.org).) A foreign diploma sent to the Board by the applicant will not be accepted*

#### Professional instructional/training attained outside the United States:

For individuals who completed their professional instructional/training outside of the United States it is necessary the training be verified and evaluated for instructional/training equivalency. The verification must include information regarding the duration of training, the number of instructional hours, and the subject matter of the training. Contact Educational Credential Evaluators, Inc., (ECE) at their website [www.ece.org](http://www.ece.org) to download their forms. The Board only accepts verifications completed by ECE. The ECE verification must be sent to this office directly from ECE.

### Felony Conviction

Have you ever been convicted of a felony? Yes ☐ No ☐

If you have been convicted of a felony attach a certified copy of the court order outlining the charges, convictions, sentencing orders, and discharge document (if applicable). You will be required to appear before the Board to "demonstrate you have been sufficiently rehabilitated to warrant the public trust." K.S.A. 65-1908. A license will not be issued until the Board has reviewed the required documentation and you have appeared before the Board. The Board will then deliberate and make a decision regarding your licensure application.

### Fee Payment

To pay the non-refundable \$50 fee by cashier's check or money order, attach the fee to the front of this completed application. Cashier's check or money order shall be made payable to the Kansas Board of Cosmetology. For credit card payment, complete the section below:

Payment Type: ☐ American Express ☐ Discover ☐ Mastercard ☐ Visa

Credit Card # \_\_\_\_\_

Expiration Date (mo/yr) \_\_\_\_\_

Fee Amount \_\_\_\_\_

Card Holder's Printed Name \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

### Attestation and Notarization—At this point print this completed application

I declare under penalty of perjury under the laws of the State of Kansas that the information provided is true and correct to the best of my knowledge.

I affirm that I have read the laws and regulations governing the practices of cosmetology, nail technology, esthetics and electrology in the State of Kansas. I affirm that I understand these laws and regulations. I further affirm to abide by these laws and regulations.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Notary: \_\_\_\_\_

County: \_\_\_\_\_ My commission expires: \_\_\_\_\_

Notary Seal

Fee \_\_\_\_\_

Number \_\_\_\_\_

Expires \_\_\_\_\_